

TYPES OF RESUMES

SKILLS-BASED

Little work experience needed

Emphasis on skills and education and **how those relate** to the employment opportunity

What has been achieved, rather than **where** it was achieved

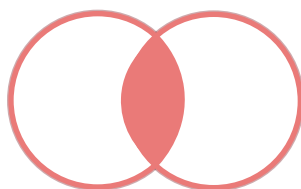


COMBINED

One or two relevant work experiences

Emphasizes related **work** experience **as well as skills**, accomplishments, and achievements gained in other areas

Includes courses, term projects, extracurricular activities and volunteer work



CHRONOLOGICAL

3+ relevant work experiences

Qualifications and professional achievements are highlighted

Emphasizes employment history and accomplishments in **increasingly expert positions**

Shows **growth and development** over time



WHAT TO INCLUDE

SKILLS BASED

Contact Information
 Career Objective
 Education
 Skills Profile
 Work History
 Volunteer Experience
 Awards, Memberships
 Extracurricular Activities

COMBINED

Contact Information
 Objective Statement
 Education
 Demonstrated Skills
 Projects
 Work History
 Volunteer Experience
 Awards, Memberships
 Extracurricular Activities

CHRONOLOGICAL

Contact Information
 Career Summary
 Highlights of Qualifications
 Education
 Work Experience
 Awards, Memberships
 Extracurricular Activities



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